

**FIRE STATION BUILDING COMMITTEE
MEETING MINUTES
MARCH 31, 2023**

1:30 pm

Selectmen's Meeting Room 63 Main Street Northborough MA

Members Present:

Dawn Rand, Citizen-at-Large
Mitch Cohen, Board of Selectman Chair
David Parenti, Fire Chief
Daniel Brillhart, Fire Captain
John Rapa, Financial Planning Committee
Diana Nicklaus, Citizen-at-Large
Tom Reardon, Citizen-at-Large

Others Present:

Scott Charpentier, DPW Director
Shawn Thompson, Facilities Manager

1:30 p.m. – Meeting Called to Order

1. APPROVAL OF MINUTES – March 20, 2023

Chief Parenti moved to approve the meeting minutes from March 20, 2023. Mr. Rapa seconded the motion. The vote was unanimous in favor.

Before presentations began, Ms. Rand reviewed the process. Each firm will be allotted 45 minutes. This will include 15 minutes for the presentation and 30 minutes for questions and answers. At the conclusion, the committee will deliberate.

2. 1:45 p.m. – PRESENTATION BY CHA CONSULTANTS

Thomas Gatzunis, Project Director, Alyssa Chatani, Project Manager, and Connor Sullivan, Assistant Project Manager were present on behalf of CHA Consultants to present their proposal for Owner's Project Managers Services. Following the presentation, they took questions from the members. The full power point presentation can be viewed by clicking the link to the recorded video of this meeting on Northborough Cable's YouTube channel:

<https://www.youtube.com/@northboroughcable3899>

3. 2:30 p.m. – PRESENTATION BY COLLIERS PROJECT LEADERS

Alan Minkus, Managing Director, Tim Alex, Senior Project Manager, Phil Palumbo, Project Director were present on behalf of Collier's Project Leaders to present their proposal for owner's Project Management Services. Following the presentation, they took questions from the members. The full power point presentation can be viewed by

clicking the link to the recorded video of this meeting on Northborough Cable's Youtube channel: <https://www.youtube.com/@northboroughcable3899>

4. DELIBERATION AMONGST COMMITTEE MEMBERS

Ms. Rand took comments from each of the members and staff.

Chief Parenti:

- Chief Parenti commented that both presentations were good. He mentioned that he felt Colliers submission was clean and easier to follow along.
- Impressed with Colliers knowledge and the research they did in understanding what we have gone through to date on the project.
- Colliers seemed to be more aware of the "Clean Station Concept".
- Both firms are capable but if he had to vote, he would lean towards Colliers.

John Rapa:

- Mr. Rapa commented that he liked how Colliers quantified how much time each team member spent on a project.
- In regard to experience, the CHA's project manager has 3 years' experience with the firm, while Colliers' project manager had much more experience.
- He was encouraged by what both firms communicated see as critical success factors, by some of the tools both firms have for reporting and control, and their responses to what some of the biggest challenges might be for us.
- Both firms could do the job, but his first choice would be Colliers.
- Regarding references, he asked that when speaking with the municipal contact regarding the project, that the reference is for a specific individual who worked on their project.

Diana Niklaus:

- Ms. Nicklaus commented that there are several things that differentiated CHA for her. In regard to capacity, she is not concerned with staffing because CHA has 3 projects going on of which 2 will be completed shortly so they will have more time for this project.
- Has concerns with the fact that Colliers will not have continuity from design into construction, which will be a challenge.
- The project director at Colliers has worked on 1 firehouse project, while CHA has worked on multiple Firehouse projects. And although Colliers has worked in town, that was a school project and there is a big difference.
- Likes the fact that CHA has their own, in-house estimating department.
- Concluded that either of the candidates could do a job good, but is concerned with the technical aspect of the Colliers team.
- Regarding references, Ms. Nicklaus asked that the reference be for Firehouse projects only.

Mitch Cohen:

- Mr. Cohen believed that either firm could do the job, noting that he thought CHA was a little ahead of Colliers.
- He liked the enthusiasm expressed by CHA's Project Manager and the fact that she was able to answer his question and did not need to defer to the Project Director, as did the Colliers project manager. If this individual will be our day-to-day on-sight contact, they are the ones that should be answering the questions.
- Concerned that Colliers experience is in schools and not applicable to this project. We need a firm that has firehouse experience, which CHA has.

Daniel Brillhart:

- Mr. Brillhart liked both submissions and presentations and thought they were good. He mentioned that he did have a positive experience while working with Colliers on the Lincoln St School project, noting that the project was completed under budget and on time.
- His preference would be Colliers.

Tom Reardon:

- Mr. Reardon agreed with the comments made by the other members and noted that he would be comfortable working with either firm, but leaned toward Colliers.

Dawn Rand's comments:

- Agreed with others who said both firms had good presentations and good submissions.

Mr. Charpentier

- Mr. Charpentier noted that CHA had great points. He liked that they mentioned the abutters to the property and how important public outreach is. He liked that they had a plan for getting a "Yes" vote at the 2024 Annual Town Meeting.
- Agreed with Ms. Niklaus that continuity is a must.

Shawn Thompson:

- Access to the project is important and noted that CHA was not as open to this as Colliers was.
- Agrees with Mr. Charpentier regarding consistency and continuity.

5. FUTURE MEETING DATE

- Cancel the tentative meeting scheduled for Monday, April 3rd at 3:30 pm.
- Zoom meeting scheduled for Thursday, April 13th at 4 PM – to review references and make a recommendation for OPM
- In-person meeting scheduled for Tuesday, June 20, 2023, at 6:00 pm – to review Architect submissions and evaluations.
- The committee agreed that future meetings will be held on Tuesdays at 6:00 pm, preferably in-person.

6. ANY OTHER BUSINESS

The Committee wanted to note that there was a third submission, EMA, however, they withdrew their proposal.

7. ADJOURNMENT

Mr. Rapa moved the Committee vote to adjourn the meeting; Chief Parenti seconded the motion; the vote was unanimous in favor.

Respectfully Submitted,

Lynda LePoer
Executive Assistant

Documents used during meeting:

March 31 Meeting Agenda

March 20, 2023 Meeting Minutes

CHA PDF presentation

Collier's Project Leader's PDF presentation